

Narrative Data Entries

The screenshot shows the 'Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY' interface. On the left is a sidebar with the WESS logo and a list of activities: 'Save as template', 'Share report', 'Notifications', 'Return home', 'Generate PDF', and 'Logout'. The main content area is titled 'Event Narrative / Lessons Learned / Recommendations' and contains a text input field with the instruction: 'Enter a narrative explaining the event, any lessons learned and recommendations for corrective action or prevention. Do not use names or personal identifiers in the text.' A large yellow arrow points from the right towards the text field, with the text 'Who, What, When, Where and Why?' overlaid on it. At the bottom right of the main area are 'Back' and 'Next' buttons. A 'Help' button is located in the top right corner of the main area.

OK, What Really Happened?

Describe the circumstances or chain of events that resulted in the mishap.

Narrative Fields are not restricted in size, unless indicated.

The Narrative should contain any Lessons Learned, as well as Recommendations for Corrective Action or Prevention.

Narratives must NOT contain Privileged information, or personnel identifiers, e.g. Name, SSN, etc, subject to the Privacy Act.

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